

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 42

December 13, 2005

**SUBJECT: RESPONSIBILITIES OF THE POLICE COMMISSION
DISCRIMINATION UNIT, THE OMBUDS OFFICE, AND
TRAINING DIVISION - REVISED**

PURPOSE: This Order revises the responsibilities of the Police Commission Discrimination Unit, the Ombuds Office, and Training Division, and delineates the responsibilities of the Associate Ombuds Officer.

PROCEDURE:

I. POLICE COMMISSION DISCRIMINATION UNIT'S

RESPONSIBILITIES. The following will no longer be the responsibilities of the Ombuds Officer. The Police Commission Discrimination Unit shall be responsible for:

- * Receiving, processing, and coordinating the investigation of complaints received by the Department from any municipal, state, or federal agency and Department personnel pertaining to equal employment opportunity and affirmative action;
- * Monitoring the progress of all Department entities in carrying out equal employment opportunity and affirmative action programs, and assisting managers in complying with pertinent directives;
- * Providing information and answering telephonic requests and correspondence relative to the Department's equal employment opportunity and affirmative action programs; and,
- * Administering the Department's discrimination complaint procedure.

II. OMBUDS OFFICE ORGANIZATION. The Ombuds Office is composed of:

- * Wellness Coordinator;
- * Women's Coordinator;
- * Military Liaison Coordinator; and,
- * Associate Ombuds Officer.

III. TRAINING DIVISION FUNCTIONS. The Ombuds Officer is no longer responsible for coordinating equal employment opportunity and affirmative action training. Therefore, in addition to current functions delineated in Department Manual Section 2/380.05, Training

Division shall be responsible for coordinating equal employment opportunity and affirmative action training for Department personnel.

IV. ASSOCIATE OMBUDS OFFICER'S RESPONSIBILITIES. The Associate Ombuds Officer is responsible for assisting Department employees with conflict resolution in the workplace. The methods used by the Associate Ombuds Officer include:

- * Listening to concerns;
- * Conducting conciliation; and,
- * Conducting mediations.

The Associate Ombuds Officer shall remain impartial, maintain confidentiality, stimulate options for resolving the conflict and provide feedback.

AMENDMENTS: This Order adds Section 2/395.29 and amends Sections 2/185.05, 2/380.05, 2/395.10, 2/395.15, and 2/395.17 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Support Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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